

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 445-7046

September 17, 1986



ALL-COUNTY LETTER NO. 86-92

TO: ALL COUNTY WELFARE DIRECTORS  
 ALL COUNTY FISCAL OFFICERS  
 ALL COUNTY AUDITORS  
 ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the July - September 1986 quarter. Instructions are provided which relate to: Electronic Data Processing (EDP), Employment Services Function, Child Welfare Leadership Training, In-Home Supportive Services (IHSS) cost of living increase, Public Assistance Food Stamps, Seriously Emotionally Disturbed (SED) Children, and supplemental claims.

The following administrative expense claim forms are to be used for the July - September 1986 claim. Forms denoted as revisions have been transmitted to the counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	8/86*	DFA 327.4B	8/86*
DFA 325.1A	8/86*	DFA 327.4C	8/86*
DFA 325.1AA	8/86*	DFA 327.4D	8/86*
DFA 325.1B	9/85	DFA 327.5	8/86*
DFA 327.1A	8/86*	DFA 327.6	8/86*
DFA 327.1B	8/86*	DFA 327.7A	8/86*
DFA 327.1C	8/86*	DFA 327.7B	8/86*
DFA 327.1D	8/86*	DFA 327.7C	8/86*
DFA 327.2A	8/86*	DFA 327.8A	8/86*
DFA 327.2B	8/86*	DFA 327.8B	8/86*
DFA 327.2C	8/86*	DFA 327.8C	8/86*
DFA 327.2D	8/86*	DFA 327.9	8/86*
DFA 327.3A	8/86*	DFA 327.10A	8/86*
DFA 327.3B	8/86*	DFA 327.10B	8/86*
DFA 327.3C	8/86*	DFA 327.10C	8/86*
DFA 327.4A	8/86*	DFA 327.11B	8/86*

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 43	7/86*	DFA 856	4/82
DFA 46	7/86*	DFA 47	7/86*
DFA 48	7/86*	DFA 53	8/86*
DFA 48A	7/86*	DFA 323	6/86*
DFA 50	7/86*	DFA 403	8/86*
DFA 52	7/86*	DFA 419	8/86*

The following forms are to be used for the July - September 1986 quarter claim when compiling the Aid to Families with Dependent Children/Nonassistance Food Stamps (AFDC-NAFS) Eligibility Worker and Staff Cost Distribution Reports:

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 327.8A	6/85	DFA 327.8C	6/85
DFA 327.8B	6/85	DFA 327.8D	6/85

Note: The AFDC/NAFS Eligibility Worker and Staff Cost Distribution Report forms have the same numbers as the Administrative Expense Claim funding pages. The AFDC/NAFS Eligibility Worker and Staff Cost Distribution Report forms will be renumbered for the October - December 1986 quarter.

I. AFDC/NAFS Eligibility Worker and Staff Cost Distribution Report - DFA 327.8A through 327.8D (6/85)

The format design on the front of the forms has not changed; however, in order to capture AFDC/NAFS program data for cost control purposes, the instructions contained on the back of each form have been revised to agree with the new administrative expense claim format. Revised instructions are attached to this letter and supersede those instructions shown on the back of the forms. Counties are to continue to use the forms, based on the revised instructions, and to submit them quarterly to the State Department of Social Services (SDSS) upon completion.

Questions concerning the completion of these forms are to be directed to the County Administrative Expense Control Bureau at (916) 322-5802.

II. Electronic Data Processing (EDP)

Counties were notified via All-County Letter 86-73, dated August 11, 1986 and an Errata Letter, dated August 22, 1986, that the EDP Time Study requirements had been amended for the July - September 1986 quarter to accommodate the recent implementation of the Greater Avenues for Independence (GAIN) Program and the Statewide Automated Welfare System (SAWS).

As a result of the time limitations in implementing the changes, counties were instructed to use only the EDP time reported during September 1986 as the basis for allocating county welfare departments (CWD) - EDP Personal Services costs for the July - September 1986 quarter. The general requirement that EDP time studies be completed on a continuous basis each quarter will be in effect for the October - December 1986 quarter.

In order to implement the above changes on the administrative expense claim, the EDP Personal Services category on the DFA 325.1 has been expanded to reflect All Other-EDP (line R) and SAWS-EDP (line S). In addition, the EDP Schedule has been expanded to accommodate the GAIN Program and the SAWS (DFA 325.1A and DFA 325.1AA, respectively).

Effective with the July - September 1986 quarter, the DFA 325.1A is designated as the All Other-EDP Schedule. For claiming purposes, the DFA 325.1A includes the Employment Services Function, which is applicable to the GAIN Program. In addition, the DFA 327.2 series will now distribute only the All Other-EDP expenditures to the benefiting programs. These two forms accumulate the All Other-EDP costs for the proper distribution of costs to program throughout the administrative expense claim.

Also effective with the July - September 1986 quarter, a new form (DFA 325.1AA) has been developed to identify SAWS-EDP related expenditures. This form reflects the SAWS operational activities and costs by module. In addition, the DFA 327.11 series has been established to distribute only the SAWS-EDP expenditures to the benefiting programs.

All EDP costs, once identified to program, will be carried throughout the administrative expense claim in the normal manner.

A. All Other-EDP Schedule (DFA 325.1A)

The DFA 325.1A accumulates the EDP hours from the individual DFA 48 (7/86), All Other-EDP Time Studies, and associated costs. Expenditures are identified by maintenance and operations activity (M&O) and developmental project activity. Complete the form as follows:

Column 1 - Titles contained in this column correspond to the All Other-EDP Time Study (DFA 48). Enter the September 1986 total hours on the corresponding lines. Each developmental project is to be shown on a separate line by the project name and number. Non-EDP (line 11) and Nonallocable (line 12) hours are to be shown but not included on line 13, Grand Total.

Function Designator Columns - These columns are to be used solely for identifying the benefiting function(s) of multi-function or

single function developmental projects. These columns have been shaded for M&O and for Direct-to-Program developmental projects.

Column 2, Hours - This column accumulates the hours shown on the DFA 48 (7/86).

Column 3, Ratios - This column develops the ratios by dividing the hours on each line in Column 2 by the total hours shown on line 13, Column 2.

Column 4, CWD Personal Services - This column distributes the salaries and benefits of the CWD-EDP staff based upon the time spent on All Other-EDP activities.

Note: In order to determine the salary and benefits attributable to the two EDP categories (All Other and SAWS), total the allocable hours for All Other-EDP (DFA 325.1A, line 13) and SAWS-EDP (DFA 325.1AA, line 13). Develop ratios by dividing the total hours for each EDP category by the total EDP hours. Multiply the total CWD-EDP Personal Services Costs by the ratios. Enter the prorata share of the salaries and benefits in Column 4 on the appropriate EDP Schedule (DFA 325.1A or DFA 325.1AA) and on the DFA 325.1 (lines R or S).

Column 5, Cases by Function - Identify the number of cases which benefited from the All Other-EDP systems during the quarter. Enter the number of cases in the appropriate benefitting function categories, lines A, B, C, or D.

Column 6, Ratio (Cases) - This column develops the case ratios by dividing the cases on lines A, B, C, or D, Column 5 by the total number of All Other-EDP cases shown on line F, Column 5.

Column 7, CWD-EDP Operating Costs - To the extent possible, identify the CWD-All Other-EDP Operating Costs to the appropriate M&O function and developmental project(s) categories. Residual amounts are to be entered in the Generic category, line E, Column 7.

Column 8, Direct Billed Costs - To the extent possible, identify the All Other-EDP Direct Billed costs to the appropriate M&O function and developmental project(s) categories. Residual amounts are to be entered in the Generic category, line E, Column 8.

Column 9, A-87 - This column identifies the prorata share of EDP costs allocated through the countywide cost allocation plan that are attributable to the All Other-EDP activity.

Footnote 3 Instructions: To determine the A-87 EDP costs attributable to the two EDP categories, counties are to use

the A-87 Modification shown on the DFA 325.1A. Enter the total EDP cases, Column 5 (line F on the DFA 325.1A and line G on the DFA 325.1AA) in Column 1 (line A or B). Develop ratios by dividing the total cases for each EDP category (line A or B) by the total cases (line C). Enter the A-87 EDP costs shown on line V, Column 4, on the DFA 325.1 into line C, Column 3 of the A-87 EDP Modification. Multiply the ratios in Column 2 by the total A-87 EDP costs (line C). Enter the prorata share of A-87 EDP costs in Column 9 on the appropriate EDP Schedule (DFA 325.1A or DFA 325.1AA).

Column 10, Generic EDP - This column accumulates the All Other-EDP costs that cannot be identified to function and allocates them to a function based on the All Other-EDP case ratios. Total the Generic All Other-EDP costs in Columns 4, 7, 8, and 9. Multiply the total by the Column 6 ratios.

Column 11, Total All Other-EDP Costs - This column accumulates the All Other-EDP costs paid by the CWD during the quarter by functional category. Enter the total of Columns 4, 7, 8, and 10.

Maintenance and Operations Totals - Carry the totals (Column 11), lines A, B, C, or D, forward to the All Other-EDP Distribution Report (DFA 327.2) and enter the costs on the appropriate subtotal function line (Services, line 30; Eligibility, line 67; Fraud, line 88; Employment Services, line 123), under Column N.

- Step 1 - By function add the benefitting program lines on the DFA 327.1, Column I (Services, lines 1-29; Eligibility, lines 33-66; Fraud, lines 74-87; Employment Services, lines 93-122).
- Step 2 - Develop the EDP ratio by dividing the function subtotal shown on the DFA 327.2 (lines 30, 67, 88, or 123) by the benefitting function total in Step 1.
- Step 3 - Multiply the ratio for each function by the benefitting program costs on the DFA 327.1, Column I.
- Step 4 - Enter these costs to the benefitting program lines on the DFA 327.2 (Column N).

Developmental Project Totals - Columns Q, T, W, Z, and AC are to be used to identify All Other-EDP developmental projects. Each project must be identified separately.

1. Multi-function Projects (DFA 325.1A, Footnote 4)
  - a. If the project benefits the total cases shown in line F, Column 5, multiply the project total costs (Column 11)

by the All Other-EDP case ratios (Column 6). Costs are to be carried forward to the All Other-EDP Distribution Report (DFA 327.2) and shown on their respective function subtotal lines (Services, line 30; Eligibility, line 67; Fraud, line 88; Employment Services, line 123). Costs are to be distributed to the benefitting programs.

- b. When the project does not benefit the total cases shown on line F, Column 5, the following steps are to be used in distributing the All Other-EDP project costs to function.

Step 1 - For each All Other-EDP project, use the Function Designator column to identify which function(s) benefit from the project.

Step 2 - Total the number of All Other-EDP cases (Column 5) that benefit from the project.

Step 3 - Divide the benefitting All Other-EDP cases for each function by the total benefitting All Other cases.

Step 4 - Multiply the total costs of the project (Column 11) by the benefitting All Other-EDP case ratio for each function.

Step 5 - Enter the All Other-EDP project costs by function on the DFA 327.2 (A, B, C, or D), subtotal lines (Services, line 30; Eligibility, line 67; Fraud, line 88, Employment Services, line 123). Costs are to be distributed to the benefitting programs.

2. Single Function Projects (DFA 325.1A, Footnote 5)

Based on the indicator in the Function Designator Column on the DFA 325.1A, the total costs (Column 11) are to be carried forward to the respective function subtotal line (Services, line 30; Eligibility, line 67; Fraud, line 88; Employment Services, line 123) on the DFA 327.2.

3. Direct-to-Program (DFA 325.1A, Footnote 6)

Costs shown on the DFA 325.1A (Column 11) are to be carried forward to the DFA 327.2 (A, B, C, or D) and entered on their respective program lines (Services, lines 1-29; Eligibility, lines 33-67; Fraud, lines 74-87; Employment Services, lines 93-122).

All Other-EDP Distribution (DFA 327.2)

With the exception of Direct-to-Program projects, All Other-EDP expenditures are to be distributed to the benefitting programs.

B. SAWS-EDP Schedule (DFA 325.1AA)

The DFA 325.1AA accumulates the EDP hours from the individual DFA 48A (7/86), SAWS-EDP Time Studies, and associated costs. Expenditures are identified by M&O and developmental project activity by module. Complete the form as follows:

Column 1 - Titles contained in this column correspond to the SAWS-EDP Time Study (DFA 48A). Enter the September 1986 total hours on the corresponding lines. Each developmental project is to be shown on a separate line by the project name and number. Non-EDP (line 11) and Nonallocable (line 12) hours are to be shown but not included on line 13, Grand Total.

Function Designator Columns - These columns are used solely for identifying the benefitting function(s) of multi-function or single function projects. These columns have been shaded for M&O and Direct-to-Program developmental projects.

Column 2, Hours - This column accumulates the hours shown on the DFA 48A (7/86).

Column 3, Ratios - This column develops the ratios by dividing the hours on each line in Column 2 by the total hours shown on line 13, Column 2.

Column 4, CWD Personal Services - This column distributes the salaries and benefits of the CWD-EDP staff based upon the time spent on SAWS-EDP activities. (Refer to Column 4, All Other-EDP instructions on how to determine the share of salaries and benefits attributable to SAWS).

Column 5, Cases by Function - For SAWS related activities, the number of cases which benefitted from SAWS system activity during the quarter are to be identified by module. Enter the number of cases in the appropriate benefitting module categories, lines A, B, C, D, E, or F.

Column 6, Ratio (Cases) - This column develops the case ratios by dividing the cases on lines A, B, C, D, E, or F; Column 5 by the total number of SAWS-EDP cases shown on line G, Column 5.

Column 7, CWD-EDP Operating Costs - To the extent possible, identify CWD SAWS-EDP Operating costs to the appropriate module in the M&O and developmental project categories. Residual amounts are to be entered in the Generic category, line F, Column 7.

Column 8, Direct Billed Costs - To the extent possible, identify the SAWS Direct Billed Costs to the appropriate module in the M&O

and developmental project categories. Residual amounts are to be entered in the Generic category, line F, Column 8.

Column 9, A-87 - This column identifies the prorata share of EDP costs allocated through the countywide cost allocation plan that are attributable to SAWS-EDP activity. (Refer to the All Other-EDP, Column 9, Footnote 3 instructions for determining the prorata share of A-87 costs attributable to SAWS-EDP activity).

Column 10, Generic EDP - This column accumulates the SAWS-EDP costs that cannot be identified to module and allocates them to a module based on the SAWS-EDP case ratios. Total the Generic SAWS-EDP costs in columns 4, 7, 8, and 9. Multiply the total by the column 6 ratios.

Column 11, Total SAWS-EDP Costs - This column accumulates SAWS-EDP costs paid by the CWD during the quarter by module. Enter the total of columns 4, 7, 8, and 10.

Maintenance and Operations Totals (Footnote 4)

The SAWS-EDP Distribution Report (DFA 327.11) has been designed to identify each SAWS module by its M&O and developmental activity. A separate set of columns is to be used for each module. Carry the totals (Column 11), lines A, B, C, D, and E forward to the DFA 327.11 and enter the costs on the appropriate subtotal function line. Currently only the Eligibility function is impacted.

Note: Instructions on the identification of SAWS M&O activity by module are in the process of being finalized by the Department.

- Step 1 - By module, add the benefitting program lines on the DFA 327.1, Column I, Eligibility, lines 33-66.
- Step 2 - Develop the EDP ratio by dividing the function subtotal shown on the DFA 327.2, line 67, by the benefitting module total in Step 1.
- Step 3 - Multiply the ratio for each module by the benefitting program costs on the DFA 327.2, Column I.
- Step 4 - Enter the costs to the benefitting program lines on the DFA 327.11.

Developmental Project Totals - Each project must be identified separately.

1. Multi-function Projects (DFA 325.1AA, Footnote 5)

Counties are to disregard this footnote instruction since at this time SAWS activity will only impact the eligibility function.

2. Single function Projects (DFA 325.1AA, Footnote 6)

Based on the indicator in the Function Designator Column on the DFA 325.1AA, the total costs (Column 11) are to be carried forward to the eligibility function subtotal line (line 67) on the DFA 327.11.

Direct-to-Program (DFA 325.1AA, Footnote 7)

Costs shown on the DFA 325.1AA (Column 11) are to be carried forward to the DFA 327.11 and entered on their respective program lines, 33-67.

SAWS-EDP Distribution (DFA 327.11)

With the exception of Direct-to-Program projects, SAWS-EDP expenditures are to be distributed to the benefitting eligibility programs.

III. Employment Services

All-County Letter 86-62 advised counties that a new function, Employment Services, has been developed. All-County Letter 86-62 contained time study instructions for all employment-related programs and activities, including the GAIN and Work Incentive Demonstration Programs (WIN-DEMO). Effective with the July - September 1986 quarter, the administrative expense claim has been revised accordingly. For claiming purposes, all time identified on the Employment Services Time Study (DFA 52) will be summarized on the Employment Services Time Study Summary and Program Allocation Ratios (DFA 53). Total allocable hours and salaries and benefits attributable to the Employment Services function are to be reported on line D of the DFA 325.1.

The Employment Services hours will be used to distribute allocable support costs to the function. Direct costs are to be reported on the DFA 325.1B by program, or component if the cost is GAIN-related, and summarized on line AC, Employment Services-Direct Costs, of the DFA 325.1. The DFA 327 series has been revised to include additional pages to distribute costs to the Employment Services function. Lines 93 through 124 have been designated for the Employment Services function. Please note that on the Staff Development and Program Funding pages (DFA 327.7, 327.8, and 327.10) the costs for all GAIN components are to be reported 100 percent to the State Welfare Funds column. State and federal funding for these costs will be determined at the state level.

IV. Child Welfare Leadership Training

All-County Letter 86-74, dated August 11, 1986, notified counties of the availability of child welfare leadership training for welfare

administrators. The claiming instructions contained in the letter are incorrect and are clarified as follows:

- A. For those counties who elect to send staff to the National Child Welfare Leadership Center (NCWLC) training, costs are to be claimed in the following manner on the administrative expense claim:
1. Costs of travel, per diem, and tuition (educational costs) for those social services staff who are in training for at least five consecutive work days, but less than eight consecutive weeks, are to be claimed as a social services staff development cost. For those social services staff who are in training of less than five consecutive work days (part of a work week, evenings, or mornings) only educational costs are to be claimed as a staff development cost. Costs are to be entered on the DFA 327.3, line 3, CWS/Title IV-E Program.
  2. All other costs for attending the NCWLC training are to be claimed in the appropriate cost pools on the DFA 325.1.

Reimbursement is subject to the county's existing federal and state social services program allocations.

V. In-Home Supportive Services (IHSS) Maximum Monthly Payments

Effective July 1, 1986, the maximum monthly payments allowable per IHSS case are \$1,024 for severely impaired and \$708 for nonseverely impaired individuals. The restaurant meal allowance is increased to \$58 for each individual.

VI. Public Assistance Food Stamps

Effective July 1, 1986, the federally approved rate to be used in determining the time spent on Public Assistance Food Stamps activities is 22.62 percent. This rate will remain in effect until the results of the next study, scheduled for March 1987, receives federal approval. The DFA 327.9 incorporates the new rate of 22.62 percent.

VII. Seriously Emotionally Disturbed (SED) Children

All-County Letter 86-48 provided information and instructions for implementing educationally-related services and out-of-home care for SED children. Effective with the July - September 1986 quarter, the administrative expense claim has been revised to include administrative costs attributable to SED children. Costs of social services workers performing the following activities on behalf of nondependent children who have been referred to an individualized education program (IEP)

team are to be claimed on Line DD, SED, of the claim:

- A. Gathering and providing placement information.
- B. Attending the IEP team meetings related to nondependent children to provide resource information on potential placements.

Costs for SED children's services are shared at 50 percent state and 50 percent county funds.

Costs of social services workers providing assistance or information to the individualized education program team related to dependent children are to be claimed to the appropriate CWS program and funded by the county's CWS allocation.

Costs associated with county welfare department (CWD) social services workers performing IEP case management responsibilities are to be claimed as county only funds. The CWD must then collect the appropriate reimbursement from the county mental health department.

#### VIII. Time Limitation on Claiming

This is a reminder to counties that supplemental administrative expense claims filed beyond the statutory limitation of 18 months may not be paid. Per Chapter 235, Statutes of 1984, effective July 1, 1985, there is an 18 month limitation on the filing of claims for federal and state reimbursement. Claims for social services programs (i.e., all welfare programs) administered by the CWDs will be reimbursed through federal or state funds by SDSS when submitted during the 18 month period after the end of the calendar quarter in which costs were paid. Claims filed after that time may be paid only if the claim falls within exceptions set forth in the federal law. Those exceptions are outlined in All-County Letter 81-32.

#### IX. Claiming Form Changes

The changes are detailed below:

DFA 325.1 - Adds line D, Employment Services, Allocable Casework Costs/Hours and line AC in Direct Costs; EDP Costs - CWD Personal Services has been divided between All Other and SAWS on lines R and S.

DFA 325.1A - Identifies All Other EDP costs (non-SAWS). Adds line D and a function designator column for Employment Services. Footnote 3 is added to separate A-87 costs between SAWS and All Other EDP costs.

DFA 325.1AA - Identifies SAWS EDP costs.

DFA 327.1A - The WIN DEMO line has been deleted from the Social Services page and added to the Employment Services page.

DFA 327.1D - A page has been added for the distribution of casework costs to the Employment Services function.

DFA 327.2D - A page has been added for the distribution of EDP costs to the Employment Services function.

DFA 327.3C - A page has been added for the distribution of staff development costs to the Employment Services function.

DFA 327.4D - A page has been added to summarize direct costs for the Employment Services function.

DFA 327.7C - A page has been added for the distribution of staff development costs to the Employment Services function.

DFA 327.8C - A funding page has been added for the Employment Services function.

DFA 327.11B - Distributes SAWS EDP costs to program.

DFA 47 - The WIN DEMO line has been deleted. Line DD was added for SED.

DFA 323 - The WIN DEMO line has been deleted.

DFA 403 - Adds Section D - Allocable Employment Services to reflect the new function.

DFA 419 - Changes are made to conform with the revised DFA 325.1.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 8-485-7046.

  
ROBERT T. SERTICH  
Deputy Director  
Administration

Attachment

cc: CWDA

AFDC/NAFS Eligibility Worker and Staff Cost Distribution Report  
ABCD INSTRUCTIONS FISCAL YEAR 1986/87

DFA 327.8A

PART 1 (AFDC-FG/U STAFF/COSTS)

1. For Lines A1-A3, Column 2, bring forward hours from DFA 323 Section A, Lines A1-A3, respectively and accumulate on the total lines provided. Line A of Column 2 should reflect the total program hours and as a check should equal DFA 323 Section A, Line A6, total allocable hours. For lines A4-A5 on the DFA 323, include ECS/Fair Hearing time in "Continuing Function."
2. Determine ratios by dividing hours for each classification (EW/Sup) by the total program hours for AFDC-FG/U (Line A, Column 2).
3. Enter total of classification ratios (by function) from Column 3.
4. (a) Determine the total number of quarterly EW's by multiplying DFA 403, Part B, Line 3c times the AFDC (FG/U) allocation ratio (DFA 323) times 3. Number should extend to one decimal place.  
(b) Enter figure obtained in (a) above and multiply times Column 3 ratios.
5. Transfer figures obtained in Part 3, Line 3, as applicable.
6. Subtract Column 6 from Column 5.
7. Transfer figures obtained in DFA 327.8B, Part 1, Lines A-D, Column 11, as applicable.

PART 2 (ADFC-FC STAFF/COSTS)

1. For Lines A1 and A2, Column 2, bring forward hours from DFA 323, Section G, Lines G1 and G2 respectively and accumulate on the total lines provided. Line A of Column 2 should reflect the total program hours which should = DFA 323 Section G, Line G3, total allocable hours.
2. Determine ratios by dividing hours for each classification (EW/Sup) by the total program hours for AFDC-FC (Line A, Column 2).
3. Enter total of classification ratios (by function) from Column 3.
4. (a) Determine the total number of quarterly EW's by multiplying DFA 403, Part B, Line 3c times the AFDC (FC) allocation ratio (DFA 323) times 3. Number should extend to one decimal place.

(b) Enter the total obtained in (a) above and multiply times Column 3 ratios.

5. Transfer figures obtained in DFA 327.8B, Part 2, Lines A-C, Column 9, as applicable.

PART 4 (AFDC CHILD SUPPORT DISREGARD COSTS)

1. For lines A and B, transfer from DFA 327.1 item 53, Columns I and K, respectively.
2. For line C, transfer from DFA 327.2 item 53, Column AE + DFA 327.11, item 53, column DA.
3. For line D, transfer from DFA 327.4 item 53, Column AR.
4. Sum of lines A-D Column 2.
5. Checkpoint 2/. This entry should equal DFA 327.8 item 53, Column BR.

ABCD INSTRUCTIONS  
(DFA 327.8B)

PART 1 (AFDC-FG/U)

1. (a) For Line D, transfer from DFA 327.1 Line 33, Column I.  
(b) For Lines A-C, multiply DFA 327.8B, Part 1, Column 2, Line D (subtotal-staff costs) by Function Ratios, DFA 327.8A, Part 1, Column 4, as applicable.  
(c) For Lines E-G, transfer from DFA 327.1, Line 33, Column K; DFA 327.2, Line 33, Column AE + DFA 327.11, Line 33, Column DA; DFA 327.4, Line 33, Column AR, respectively.  
(d) For Line H, transfer from DFA 327.4, Line 74, Column AV.  
(e) For Line I, transfer from DFA 327.4, Line 75, Column AV.
2. (a) Bring AFDC Intake Ratio forward from DFA 327.8A, Part 1, Line A1, Column 4.  
(b) Multiply the AFDC Intake Ratio times Column 2, Lines E and F.
3. (a) Bring FG/U ratio forward from DFA 325.1, Item AI, Col. 4.  
(b) Multiply the FG/U ratio times Column 4, Lines B, C, E, and F. Follow instructions on form to compute Columns 6 - 11.
4. Checkpoint 4/. This line should equal the sum of DFA 327.8, Line 33 and 34, Column BR.

PART 2 AFDC-FC

1. (a) For Line C, transfer from DFA 327.1, Line 42, Column I.  
(b) For Lines A and B, multiply DFA 327.8B, Part 2, Line C (subtotal-staff costs) by Function Ratios, DFA 327.8A, Part 2, Column 4, as applicable.  
(c) For Lines D-F transfer from DFA 327.1 Line 42, Column K; DFA 327.2, Line 42, Column AE + DFA 327.11, Line 42, Column DA; DFA 327.4, Line 42, Column AR.
2. (a) Bring AFDC-FC Intake Ratio forward from DFA 327.8A, Part 2, Line A1 Column 4.  
(b) Multiply the AFDC-FC Intake Ratio times Column 2, Lines D and E.
3. (a) Bring FC ratio forward from DFA 325.1 Item AI, Column 5.  
(b) Multiply the FC ratio times Column 4, Lines B, D, and E. Follow instructions on form to compute Columns 6 - 9.
4. Checkpoint 4/. This line should equal DFA 327.8, Line 42 and 43, Column BR.

PART 3 AFDC FRAUD EARLY DETECTION

1. For Lines A-D, trans. from DFA 327.1 Line 54 Column I and K; DFA 327.2, Line 54, Column AE + DFA 327.11, Line 54, Column DA; DFA 327.4, Line 54, Column AR, respectively.

Note: Fill out only if eligibility workers are performing this function.

Checkpoint: Part 3 State Share of EW Early Fraud function should equal DFA 327.8, Line 54, Column BR.

ABCD INSTRUCTIONS  
(DFA 327.8C)

PART 1 EA-ANEC COST DISTRIBUTION

1. For lines A-D, trans. from DFA 327.1 Line 44, Column I and K; plus DFA 327.2 Line 44, Column AE + DFA 327.11, Line 44, Column DA; DFA 327.4 Line 44, Column AR, respectively.
2. Checkpoint. This line should equal DFA 327.8, Line 44, Column BR.

PART 2 EA-ANEC STAFF DISTRIBUTION

1. Bring hours forward from DFA 323, Line H, as applicable.
2. Determine ratios by dividing hours for each classification (EW/Sup) by the total program hours for EA-ANEC (Column 2).
3. (a) Determine the total number of quarterly EW's by multiplying DFA 403, Part B, Line 3C times the EA-ANEC allocation ratio (DFA 323) times 3. Number should extend to one decimal place.  
(b) Enter the total obtained in (a) above and multiply times Column 3 ratios.
4. Transfer figure obtained in DFA 327.8C, Part 1, Line A, Column 3.

PART 3 TOTAL AFDC STATE SHARE-(FG/U PLUS FC PLUS EA-ANEC)

1. DFA 327.8B Part 1, Line D, Column 11 plus DFA 327.8B, Part 2, Line C, Column 9, plus Part 3, Line A, Column 3, plus DFA 327.8C, Part 1, Line A, Column 3.
2. DFA 327.8B, Part 1, Line E, Column 11 plus DFA 327.8B, Part 2, Line D, Column 9, plus Part 3, Line B, Column 3, plus DFA 327.8C, Part 1, Line B, Column 3.
3. DFA 327.8B, Part 1, Line F Column 11 plus DFA 327.8B, Part 2, Line E, Column 9, plus Part 3, Line C, Column 3, plus DFA 327.8C, Part 1, Line C, Column 3.
4. DFA 327.8A, Part 4, Line E, Column 3, plus DFA 327.8B, Part 1, Line G, Column 11 plus DFA 327.8B, Part 2, Line F, Column 9, plus Part 3, Line D, Column 3, plus DFA 327.8C, Part 1, Line D, Column 3.
5. DFA 327.8B, Part 1, Line H, Column 11 plus Part 1, Line I, Column 11.

Checkpoint: The sum of the figures in Part 3, Line A-E should equal the sum of lines 33, 34, 42, 43, 44, 53, and 54 from the DFA 327.8, Column BR.

PART 4 TOTAL AFDC STAFF/COSTS (FG/U PLUS FC PLUS EA-ANEC)

1. (a) Intake - Add together DFA 327.8A, Part 1, Lines A1, Column 7 plus DFA 327.8A, Part 2, Lines A1, Column 5 plus DFA 327.8C, Part 2, Line A1, Column 4, as applicable.

(b) Continuing and QC - Add together DFA 327.8A, Part 1, Lines A2-A3, Column 7 plus DFA 327.8A, Part 2, Line A2, Column 5, as applicable.

2. (a) Intake - Add together DFA 327.8A, Part 1 Line A1 Column 8 plus DFA 327.8A, Part 2, Line A1, Column 6 plus DFA 327.8C, Part 2, Lines A1, Column 5, as applicable.

(b) Continuing and QC - Add together DFA 327.8A, Part 1, Lines A2-A3, Column 8 plus DFA 327.8A, Part 2, Line A2, Column 6, as applicable.

PART 5 WELFARE FRAUD STAFF DISTRIBUTION

1. For Line A, take DFA 403, Part C, Line 3c times 3.
2. For Line B, take DFA 403, Part C, Line 3c times 3 times the sum of casework ratio from DFA 327.1, Line 74 plus 75, Column E.
3. For Line C, take DFA 403, Part C, Line 3c times 3 times one-half of the sum of casework ratio from DFA 327.1, Line 77 plus 78, Column E.
4. For Line D, add Line B plus C from DFA 327.8C.
5. For Line E, take DFA 403, Part C, Line 3c times 3 times the casework ratio from DFA 327.1, Line 76, Column E.
6. For Line F, use same figure as 3, above.
7. For Line G, add Line E plus F.

ABCD INSTRUCTIONS  
(DFA 327.8D)

PART 1 NAFS STAFF DISTRIBUTION

1. For Lines A1 bring hours forward from DFA 323, Section B, Line B1, respectively. For Line A2 bring hours forward from DFA 323, Section B, Line B2 and combine with any Food Stamp Administrative Hearing hours identified on the DFA 323, as appropriate. Accumulate on the total lines provided. Also include in "Continuing Function" ECS/Fair Hearing hours.
2. Determine ratios by dividing hours for each classification by the total NAFS program hours for Line A, Column 2.
3. Enter total of classification ratios (by function) from Column 3.
4. (a) Determine the total number of quarterly EW's by multiplying DFA 403, Part B, Line 3c times 3 times the sum of the NAFS allocation ratio plus FS Administrative Hearing allocation ratio, if applicable (DFA 323). Distribute Column 5 by ratio in Column 3. Number should extend to one decimal place.

5. For Line A, transfer from DFA 327.8A, Part 1 Line A Column 6. For Line A2 transfer from DFA 327.8A, Part 1, Lines A2-A3 and combine EW/SUP as appropriate.

6. Add Column 5 plus Column 6.

7. Enter state share figure obtained in Part 2, Lines A-C, Column 5, DFA 327.8D as applicable.

#### PART 2 NAFS COST DISTRIBUTION

1. (a) For Line C, transfer from DFA 327.1, Line 35, Column I.

(b) For Lines A and B, multiply DFA 327.8D Part 2, Column 2, Line C (staff costs-subtotal) by Funct. Ratios DFA 327.8D Part 1, Column 4, as applicable.

2. For Lines D and E, trans. from DFA 327.1, Line 35, Column K; DFA 327.2, Line 35, Column AE + DFA 327.11, Line 35, Column DA.

3. For Line F, transfer from DFA 327.4, Line 35, Column AR. Do not include Issuance costs.

4. For Line G, transfer from DFA 327.4, Line 76, Column AV.

5. For Line H, transfer the sum of Food Stamp Administrative Hearing costs shown on the DFA 327.1, Line 36, Column I and K; DFA 327.2, Line 36, Column AE + DFA 327.11, Line 36, Column DA; DFA 327.4, Line 36, Column AR.

6. For Line J, transfer from DFA 325.1B all Food Stamp Direct Costs associated with Issuance only.

7. Transfer only Food Stamp On-Line Issuance costs shown on the DFA 327.11, Line 37, Column DA.

8. Transfer from DFA 327.8B, Part 1, Column 8, as applicable. For Line B add together AFDC Continuing and QC Staff Costs.

9. Checkpoint 9/. This line should equal the sum of DFA 327.8, Lines 35, 36 and 37, Column BR.

#### PART 3 NAFS EARLY FRAUD DISTRIBUTION

1. For Lines A-D, trans. from DFA 327.1 Line 55 Column I and K; DFA 327.2, Line 55, Column AE + DFA 327.11, Line 55, Column DA; DFA 327.4, Line 55, Column AR, respectively.

Note: Fill out only if eligibility workers are performing this function.

Checkpoint. Part 3 State Share of EW Early Fraud function should equal DFA 327.8, Line 55, Column BR.